



## **Educational Translations and Evaluations for A&P and USPS Candidates**

UCF Human Resources requires that all selected candidates for USPS and A&P positions whose degrees were earned at an institution outside of the United States have the foreign-earned credential translated and evaluated by a service provider acceptable to the university. A U.S. equivalency evaluation must be obtained for a credential, even if the transcript provided by that institution is in English.

For degrees earned at an institution in the U.S. territories such as Puerto Rico, Guam, etc may not require the credential evaluated by the approved service if the transcript provided by the institution is in English. For more information, please contact your assigned Recruitment Coordinator.

The report requirements are below:

Course by Course report: if the candidate has claimed credit hours earned at an institution outside of the United States but a degree was not awarded on the application.

Document by Document report: if the candidate has claimed a degree was earned at an institution outside of the United States on the application.

Official copies of U.S. equivalency evaluation reports **must** be sent directly to hiring departments/officials from the agencies below and should be marked (certified) has having been received by appropriate UCF personnel under these conditions. Appropriate certification includes marking the evaluation report as 'official', the signature of the authorized UCF personnel who received the official document, and the date of the document was opened. It is important for the appropriate UCF personnel to certify the document before submitting to HR-Recruitment. Failure to provide an official document within 90 days for international degrees from the date of hire may be grounds for termination.

UCF HR currently only accepts U.S. equivalency evaluations from the following agencies:

Josef Silny and Associates  
7101 SW 102 Avenue  
Miami, FL 33171  
Tel: 305-273-1616  
Fax: 305-273-1338 / Translation Fax: 305-273-1984  
[www.jsilny.com](http://www.jsilny.com) (<http://www.jsilny.com/>)  
[info@jsilny.com](mailto:info@jsilny.com)

World Education Services (<http://wes.org/>)  
Bowling Green Station  
P.O.Box 5087  
New York, NY 10274-5087  
Tel: 212-966-6311  
Fax: 212-739-6100  
<http://wes.org/>

AACRAO's International Education Services  
One Dupont Circle, NW, Suite 520  
Washington, DC 20036-1135  
Tel: 202-296-3359  
Fax: 202-822-3940  
E-mail: [oies@aacrao.org](mailto:oies@aacrao.org)  
Link to application: <http://www.aacrao.org/international/foreignEdCred.cfm>